



P.O. Box 1831 • Federal Building • Suite 229
Bryson City, NC 28713
828.488.8803 ext. 3
www.swaincountync.gov/SWCD.html

Swain Soil & Water Conservation District Recruitment Announcement

Education Coordinator/Administrative Assistant

Job Description: The Swain Soil & Water Conservation District (Swain SWCD or the District) is seeking applications from qualified individuals interested in serving as the Education Coordinator/Administrative Assistant for the District. Responsibilities include creating and implementing conservation education within the local school system in grades K-12, promoting additional programs such as poster and essay contests, local Envirothon teams, and local field days. This position will also manage the administrative affairs of the District.

Job Requirements: Applicant should demonstrate excellent interpersonal, oral and written communication skills. Graduation from high school supplemented by college-level course work in administrative office management, secretarial science and computer courses and three (3) to five (5) years of experience in responsible administrative or technical program assistance work, preferably involving public contact; considerable working knowledge of MS Word, Excel, Publisher, and Access, or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities. Prior educational experience or back ground in natural resources is preferred. Occasional weekend or after-hours work is required.

Duration of Employment and Benefits: This is a full-time, permanent position.

Deadline: Applications and resumes are due no later than 4:00 p.m. on Thursday, July 11, 2014.

Applications Form: Applications can be picked up at the Swain County Administration Building or printed from the Swain County website. Return applications and resumes before 4:00 PM Thursday, July 11 to the Administration Building, fax to 828-488-2754, or mail to Swain County, Attn: Human Resources, P.O. Box 2321, Bryson City, NC 28713.

You may also visit your local Employment Security Commission.

Release Date: June 23, 2014